

CITY OF BATON ROUGE/  
PARISH OF EAST BATON ROUGE  
EMPLOYMENT APPLICATION

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
(Last) (First) (Middle)  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  
JOB CLASSIFICATION \_\_\_\_\_ DATE \_\_\_\_\_ PHONE \_\_\_\_\_

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**Department of Human Resources  
Recruitment and Examination  
1755 Florida Street  
P.O. Box 1471  
Baton Rouge, LA 70821  
(225) 389-3132  
[www.brgov.com](http://www.brgov.com)**

## PERSONAL INFORMATION

[illegible]

## EDUCATION AND TRAINING

High School Degree, College Degree, certification, training, licensing must be accompanied by documentation - diploma, transcript, certification, licenses, etc., to verify educational requirements & to receive credit for any education/training listed. Foreign college degrees must be converted and recognized by an accredited U.S. university (attach documentation).

### ELEMENTARY AND HIGH SCHOOL EDUCATION

Highest Grade Completed (Circle One)	Did you graduate from High School or obtain a GED?	Name and Location of Last School Attended (High School, Junior High or Elementary)
1 2 3 4 5 6 7 8 9 10 11 12	<input type="checkbox"/> YES <input type="checkbox"/> NO	NAME LOCATION
DO NOT CIRCLE 12 UNLESS YOU RECEIVED A DIPLOMA FROM HIGH SCHOOL OR A CERTIFICATE OBTAINING A GED.		Please indicate in the box the number of high school courses completed in:
		<input type="checkbox"/> algebra <input type="checkbox"/> bookkeeping <input type="checkbox"/> geometry <input type="checkbox"/> biology <input type="checkbox"/> calculus <input type="checkbox"/> trigonometry

### COLLEGES AND UNIVERSITIES ATTENDED (Must be from a recognized accredited school)

NAMES AND LOCATIONS	DATES ATTENDED (MO & YR)		CREDIT HOURS		DEGREES RECEIVED	MAJOR	MINOR
	FROM	TO	SEMESTER	QUARTER			

### GRADUATE OR PROFESSIONAL SCHOOL

NAMES AND LOCATIONS	DATES ATTENDED (MO & YR)		CREDIT HOURS		DEGREES RECEIVED	MAJOR	MINOR
	FROM	TO	SEMESTER	QUARTER			

MAJOR UNDERGRADUATE COLLEGE SUBJECTS	CREDIT HOURS		MAJOR GRADUATE COLLEGE SUBJECTS	CREDIT HOURS	
	SEMESTER	QUARTER		SEMESTER	QUARTER

### RELATED SPECIAL TRAINING (CORRESPONDENCE, BUSINESS, TRADES, VOCATIONAL, ARMED FORCES SCHOOLS, ETC.)

NAMES AND LOCATIONS OF SCHOOLS TRAINING CENTER, INSTITUTES, ETC.	DATES ATTENDED (MO & YR)		COURSES OR SUBJECTS TAKEN	CREDIT HOURS	CERTIFICATES RECEIVED OR OTHER PERTINENT INFORMATION
	FROM	TO			

### RELATED LICENSES

PROFESSIONAL LICENSE ISSUED BY:	FIELD / TRADE SPECIALIZATION	LICENSE NUMBER	ISSUE DATE	EXPIRATION DATE

## EMPLOYMENT HISTORY

**FAILURE TO GIVE COMPLETE AND DETAILED INFORMATION REGARDING EACH JOB HELD  
MAY RESULT IN YOUR DISQUALIFICATION OR IN A LOWER RATING SCORE.**

This section will be used to determine whether you qualify for the job for which you are applying. For some jobs, this section will also be used to determine part or all of your grade. **TO RECEIVE CREDIT, YOU MUST FILL OUT ALL BLOCKS FOR EACH JOB LISTED.** It is important that you fill out the beginning and ending dates (month/year) and the average number of hours worked per week for each job.

1. Start with your present or last job and work back. If you held different jobs while working for the same employer, treat each change as a separate job using separate blocks and giving specific information for each change. Also, describe in detail the specific duties beginning with your primary duties and the percentage of time performing each duty.
2. City-Parish employees, give dates and official classified job title (not working title) FOR EACH JOB you have held including progressive levels in the same series. If you worked out of class, provide proof from your supervisor.
3. If you cannot fit all the jobs you have held on this application form, ask for supplemental sheets for listing additional jobs.
4. **\*\*Submit proof of volunteer work - include dates, duties & hours per week.**
5. Preprinted job specifications are not accepted in place of description of duties on this form since they do not necessarily reflect your particular position.
6. **Resumes are not accepted in place of information requested on this form.**
7. It is important that you furnish accurate and complete addresses.

## EMPLOYMENT HISTORY

1

[illegible]

**2**

[illegible]

# 3

[illegible]

4

[illegible]

**5**

[illegible]

7

[illegible]

## OFFICE SKILLS

Please check any item listed below which applies to skills you possess.

<input type="checkbox"/> Typing _____ wpm (ask about skills testing) <input type="checkbox"/> Shorthand _____ wpm <input type="checkbox"/> CRT <input type="checkbox"/> Calculator <input type="checkbox"/> Dictaphone <input type="checkbox"/> PBX Switchboard <input type="checkbox"/> Filing <input type="checkbox"/> 10-Key <input type="checkbox"/> Microfilming	<input type="checkbox"/> Word Processing <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Transparency Maker <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Transcription of Minutes <input type="checkbox"/> Printing Equipment <input type="checkbox"/> Computer Operations <input type="checkbox"/> Mainframe <input type="checkbox"/> Micro-mini <input type="checkbox"/> Drafting	<input type="checkbox"/> Cash Register <input type="checkbox"/> Personal Computer (ask about skills testing) Software <input type="checkbox"/> WordPerfect/Word <input type="checkbox"/> Lotus/Excel <input type="checkbox"/> D-Base <input type="checkbox"/> Auto Cad <input type="checkbox"/> GIS <input type="checkbox"/> Other _____
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## REFERENCES

Name: _____	Name: _____
Phone: _____	Phone: _____
 Name: _____	 Name: _____
Phone: _____	Phone: _____

## CONDITIONS OF EMPLOYMENT STATEMENT

As certified on the Employment Application, I declare that my answers to the questions are true and give the City of Baton Rouge the right to investigate all information given and to secure additional appropriate information if necessary. I understand that an investigative report may be made from information obtained through personal interviews with others. I understand that this inquiry may include information as to my personal characteristics, employment verification, credentials verification, personal identity verifications, past employment verifications, reference checks, criminal records, motor vehicle records, and appropriateness for employment. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment, together with all information regarding me, and hereby release from all liability or responsibility all persons, companies, or corporations furnishing such information in good faith. I also authorize the release of my scholastic ratings to the City of Baton Rouge by schools and other educational institutions that I have attended.

I understand that the completion of this application does not assure me of a position with the City of Baton Rouge and does not obligate the City of Baton Rouge to me in any way. I further understand that any misrepresentation herein may cause my application to be rejected, my name to be removed from the eligible register and/or subject me to dismissal.

I fully understand as a part of the employment process, I will be required to voluntarily submit to a physical examination and drug screen test required by the City of Baton Rouge. I am aware that the results will be made available to the Human Resources Director or her duly authorized representative. The City of Baton Rouge is committed to a drug free work place to protect the safety of workers and the public and will comply with the Federal Drug Free Work Place Act.

The application form and its contents are the official property of the City of Baton Rouge and will not be returned, reused or copied for you after being submitted.

SIGNATURE OF APPLICANT	DATE	SOCIAL SECURITY NUMBER

  

HUMAN RESOURCES DEPARTMENT USE ONLY	
RECRUITMENT DIVISION DATA	EXAMINATION DIVISION DATA
SIGNATURE: [                      ]      ADMIT: <input type="checkbox"/>	EXAMINER: [                      ]
PROMOTIONAL: <input type="checkbox"/> YES      STATUS: <input type="checkbox"/> YES	VETERAN'S POINTS: <input type="checkbox"/> 5 Pts <input type="checkbox"/> 10 Pts
EMPLOYMENT HISTORY VERIFICATION: <input type="checkbox"/> YES <input type="checkbox"/> NO	PROMOTIONAL POINTS: <input type="checkbox"/> STATUS POINTS: <input type="checkbox"/>
DO NOT ADMIT FOR BELOW REASON(S): <input type="checkbox"/> NS <input type="checkbox"/> IL <input type="checkbox"/> DH <input type="checkbox"/> EI <input type="checkbox"/> WI <input type="checkbox"/> NR <input type="checkbox"/> SM <input type="checkbox"/> ED <input type="checkbox"/> NE <input type="checkbox"/> IS <input type="checkbox"/> LC <input type="checkbox"/> RE <input type="checkbox"/> DS <input type="checkbox"/> IN <input type="checkbox"/> FP <input type="checkbox"/> SR <input type="checkbox"/> CI <input type="checkbox"/> AG <input type="checkbox"/> OR <input type="checkbox"/> PO	PASSED: LABORER <input type="checkbox"/> DATE: [                      ]  MAINTENANCE WKR <input type="checkbox"/> DATE: [                      ]  COMMENTS:
JOB CODE:	
APPLICATION NUMBER:	



## APPLICANT STATISTICS

### TO ALL APPLICANTS:

The information in the following questions will not affect you as an applicant. This information will be used to determine if our recruitment efforts are reaching all segments of the community, to meet federal EEO reporting requirements and conduct background checks. Incomplete data will prohibit the processing of your employment application.

E-MAIL ADDRESS

NAME: LAST	FIRST	MIDDLE

DATE OF BIRTH

REASONABLE ACCOMMODATIONS
IF YOU ARE DISABLED, WILL YOU NEED AN ACCOMMODATION IN ORDER TO TAKE A PREEMPLOYMENT TEST? IF SO, PLEASE ATTACH DOCUMENTATION INDICATING YOUR NEED.

DEPARTMENT USE ONLY

SEX
<input type="checkbox"/> FEMALE
<input type="checkbox"/> MALE

ETHNIC ORIGIN
<input type="checkbox"/> HISPANIC OR LATINO
<input type="checkbox"/> NON-HISPANIC OR NON-LATINO

RACE		
<input type="checkbox"/> 1. WHITE	<input type="checkbox"/> 3. ASIAN	<input type="checkbox"/> 5. AMERICAN INDIAN/ALASKAN NATIVE
<input type="checkbox"/> 2. BLACK	<input type="checkbox"/> 4. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	

### HOW DID YOU LEARN ABOUT THIS JOB?

- ☐ COLLEGE/TECH SCHOOL
- ☐ CURRENTLY A CITY-PARISH EMPLOYEE
- ☐ HIGH SCHOOL
- ☐ INTERNET
- ☐ JOB LINE
- ☐ JOB POSTING
- ☐ MINORITY GROUP REFERRAL SOURCE
- ☐ NEWSPAPER
- ☐ PUBLIC EMPLOYMENT AGENCY
- ☐ RADIO
- ☐ REFERRED BY CITY-PARISH EMPLOYEE
- ☐ TELEVISION
- ☐ TRADE PUBLICATIONS AD
- ☐ WALK-IN
- ☐ WOMEN'S REFERRAL SOURCE

☐ OTHER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### JOB INTERESTS:

- ☐ ACCOUNTING
- ☐ CLERICAL SUPPORT
- ☐ ENGINEERING
- ☐ HUMAN RESOURCES
- ☐ INFORMATION SERVICES
- ☐ LAW/LEGAL RELATED
- ☐ LIBRARY SERVICES
- ☐ MEDICAL/ENVIRONMENTAL
- ☐ SOCIAL SERVICES
- ☐ STRUCTURAL WORK